

# **UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT**

## **POSITION VACANCY ANNOUNCEMENT**

### **ANNOUNCEMENT NO.:**

06-18

### **OPENED:**

November 17, 2006

### **CLOSED:**

When Filled

### **POSITION, TITLE, GRADE AND SALARY:**

Admin. Asst. to Circuit Judge  
JSP-9 - JSP-11, \$44,856 -  
\$70,558, depending upon  
experience and current salary

### **LOCATION OF POSITION:**

United States Court of Appeals  
for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

**BRIEF DESCRIPTION OF DUTIES:** Performs all duties as directed and scheduled by the judge, including: (1) manages office; (2) supervises law clerks and interns for the chambers; (3) receives and screens visitors, telephone calls and incoming correspondence; (4) arranges travel and files reports for the judge; (5) types correspondence, memoranda, opinions, speeches and edits material for uniformity of style, citations and format; (6) organizes and supervises files; (7) maintains judge's database and docket of cases; and (8) attends to details of pending matters; (9) coordinates work with other chambers.

**MINIMUM REQUIREMENTS:** At least five years experience as a Secretary or an Administrative Assistant. Accurate spelling and typing essential, with demonstrated ability to utilize Microsoft Word and Access. Good English language skills required. Transcript of academic record may be required.

**Substitution:** Study successfully completed in a resident school or institution may be substituted as follows:

1. Study completed in an academic institution above high school level may be substituted for a maximum of two years experience on the basis of one year of study for nine months experience.

2. Study completed in law school may be substituted on the basis of one academic year for one year of experience.

**TIME-IN-GRADE:** For applicants in the federal service, one year must be served at the next lower grade.

**SEND RESUME or an OF 612 TO:**

Send a cover letter with a resume or an SF 171, Application for Federal Employment, or OF-612, Optional Application for Federal Employment to:

Ruth A. Butler  
Administrative Services Officer  
U.S. Court of Appeals for the Federal Circuit  
717 Madison Place, N.W., Suite 412  
Washington, DC 20439  
(202) 312-3480

***The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.***

***Applicants must be United States Citizens or eligible to work in the United States. Applicants will be subject to a background investigation and fingerprinting.***

***This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of net pay.***